

**POSITION**

PERSONNEL

AGENCY:

Madison County Department of Family & Children

**DESCRIPTION**

FAMILY AND YOUTH SERVICES COORDINATOR

DIVISION OR INSTITUTION

Family & Youth Services

OFFICE

Family & Children First Council

<p><b>SALARY RANGE</b> Part time \$15-\$19 hourly (based on education and experience)</p>	<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment Madison
	USUAL WORKING TITLE OF POSITION Part Time Service Coordinator	TITLE OF IMMEDIATE SUPERVISOR Family & Children First Council Director	
	NORMAL WORKING HOURS (Explain unusual shift expectations) Flexible Core Hours Monday -Friday 8:00 a.m. to 4:00 p.m. not to exceed 29 hours		
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
<p><b>TITLE</b> Family &amp; Youth Services Coordinator</p>	80	Maintains and positively models the standards of High Fidelity Wraparound provision in Service Coordination. Provides direct service through the following activities: Contacts applicants for services and related daily case note entry and data tracking; performs initial intake meeting and completes required documentation; develops Plan of Care inclusive of identified needs; completes an initial budget and child and adolescent needs summary (CANS); refer and link to new and existing community services; provides care planning with weekly, monthly and quarterly monitoring of services; completes additional CANS as required; justifies need for services, progression of services, and completion of services through measurable Plan of Care goals established; monitors services performed in the community (face to face/ virtual); reviews and assesses open youth cases; consults with families, teams and service providers; visits homes; evaluates and monitors family situation and progress.; maintains accountability by completing required programmatic documentation, fiscal documentation and all reports in compliance with stipulated deadlines.	<p><b>Knowledge of:</b></p> (1) Service Coordination Best Practices (2) High Fidelity Wraparound Standards (3) Person Centered Planning (4) Local Systems of Care (Children Services, Board of DD, Juvenile Court, Benefits, School Districts, Hospitals, Community Action Housing Authority, Shelters, Food Pantry, etc.) (5) Medicaid Managed Care Coordination (6) Office practices and procedures (7) Crisis Management (8) Microsoft products (SharePoint, Teams, Excel, Outlook, Forms) (9) Cultural Sensitivity
	10	Communicates effectively with supervisor to promote program success and coordinates services with community agencies around crisis intervention: Prepares reports; prepares monthly summaries and attends court sessions/ IEP and ISP meetings; collects data to measure program success.	<p><b>Skills in:</b></p> (10s) Time management (11s) Organization (12s) Typing & writing (13s) Oral & written communication (14s) Fiscal Management
	10	Attends and participates in departmental meetings, staff development and other appropriate agency functions. Attends training and seminars as required.  Performs other related duties as assigned.	<p><b>Ability to:</b></p> (15a) Perform intake duties (16a) Work with others (17a) Maintain/update accurate records/complete case notes (18a) Develop Plans of Care (19a) Interview families/ providers (20a) Complete forms & monthly reports (21a) Evaluate situations for potential danger
<p><b>CLASSIFICATION</b> Non-Exempt</p>	List Position Numbers and Class Titles of Positions Directly Supervised: N/A		SIGNATURE OF AGENCY REPRESENTATIVE  Lori Dodge Dorsey, Director
			DATE 3/24/2021